



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY MATERIEL COMMAND**  
**9301 CHAPEK ROAD**  
**FORT BELVOIR, VA 22060-5527**

CPM 380-5  
Expires: 21 February 2008

AMXMI-SCD

21 February 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum - Facilitating Classified Visits within AMC

1. References:

a. Memorandum, OUSD(I), DUSD, Counterintelligence and Security, 1 April 2005, subject: Facilitating Classified Visits within the Department of Defense.

b. Memorandum, HQDA, DAMI-CD, 17 October 2005, subject: Joint Personnel Adjudication System (JPAS) Procedures Update.

2. On 14 February 2005, the Joint Personnel Adjudication System (JPAS) became the Army's system of record to determine clearance eligibility and current command access level, as well as to perform and record security clearance actions per reference 1b. Effective 1 April 2005, DoD required the use of JPAS to verify the personnel security clearance level for visitors requiring access to classified information per reference 1a.

3. Per paragraph 1f of reference 1b, the access levels listed in the Joint Personnel Adjudication System (JPAS) under Non-SCI Access and SCI Access are entered by the subject's security managers and Special Security Officers (SSOs). This information will be used to grant access at both the individual's parent organization, as well as visited organizations within the DoD. Internal access rosters for DoD personnel that are not derived from JPAS are no longer authorized. The transmission of written "visit requests" is no longer required and will only be used when required by the visiting organization. Visit authorization letters (VALs)/visit requests are no longer required for civilian, military and contractor personnel whose access level and affiliation are accurately reflected in JPAS. The responsibility for establishing the positive identification of visitors and determining need-to-know prior to the disclosure of any classified information continues to rest with the organization/individual disclosing the classified information.

4. Army Command/Units with access to an individual's clearance/access information via JPAS will not require that clearance/access information be transmitted to them via other means. In situations where the AMC organization does not have access to clearance/access information in JPAS (i.e. visitor's/individual's data was not input in JPAS, JPAS system is down, individuals who have access to JPAS are unavailable), and cannot verify an incoming visitor's information,

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the organization may request an AMC Form 1663-R-E (Request for Visit Authorization) or other memorandum be sent to them.

**5. Procedures for visits to HQ AMC involving access to collateral classified information.**

a. For visitors to the HQ, the visiting party will contact their POC in HQ AMC (the person they are coming to visit). The visiting party will send the AMC POC (via encrypted email if they have PKI capability, or by fax or telephonically) their SSN, full name and contact info. The AMC POC (visited party) will forward that information along with the classification level required for the visit to the G-1 Personnel Security Manager so that the G-1 POC can look that individual up in JPAS and verify their access. This information should be provided to G-1 no later than five (5) working days prior to the visit to avoid delays. **Note: the visited party (AMC POC) will need to find out if the visiting party's security office uses JPAS. It is the responsibility of the individual visiting AMC to ensure their access information has been input into JPAS by their security manager prior to the visit.** JPAS is the system of record for all of DoD, to include DoD contractors. If the visitor's organization does not use JPAS (i.e. outside DoD), then the visited party will inform visitors to send the paper/faxed visit request on their organization's letterhead signed by their security manager.

b. Prior to granting access to any classified information, the custodian of that information will ensure that the individual to whom the information is to be given has the appropriate security clearance/local access granted by their security manager. Clearance/access information is obtained from the G-1 Personnel Security Manager (AMCPE-B).

c. In addition to verifying an individual's security clearance/access, the holder of classified information/the person disclosing classified information will also validate the individual's need to know. Neither rank nor security clearance entitles one to unlimited access to classified information.

**6. Procedures for HQ AMC personnel visiting other organizations.** HQ AMC personnel who will require access to classified information at other locations should contact the G-1 Personnel Security Manager at least three (3) working days prior to their visit to ensure their access data has been input into JPAS. In addition, recommend individuals coordinate with their point of contact at the visited organization at least three (3) working days prior to their visit to determine if that organization has access to JPAS or if the organization requires a paper visit request.

**7. Procedures for visitors to HQ AMC Sensitive Compartmented Information Facility (SCIF).**

a. Prior to arriving, the visiting person(s) will contact their Special Security Officer (SSO). The SSO will verify the individual(s) security clearance/access and "need to know" prior to

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sending the request to HQ AMC SSO with Point of Contact (POC) information. Access by non-indoctrinated personnel is held to an absolute minimum and granted only on a temporary basis.

b. Foreign visitors are not authorized access to the SCIF unless authorized by the AMC CG or the G-2. Administrative guidelines are available from the Defense Intelligence Agency (DIA) as the cognizant security authority for SCIFs within this command.

c. Specific guidance concerning personnel access controls is outlined in Annex F, DCID 6/4 Personnel Security Standards and Procedures Governing Eligibility For Access To Sensitive Compartmented Information (SCI).

d. Visiting members of the U.S. Congress are identified by DIA as far in advance as possible. Full description of the "need to know" is included, with a complete description of the material to which access is required. DIA will coordinate with the appropriate agencies for access authority. Specific security instructions are provided with the access authorization. Members of the U.S. Congress are not subject to determination of eligibility under DCID 6/4, nor required to execute indoctrination or debriefing oaths.

e. Members of U.S. Congressional Staffs are subject to the same access standards as any other U.S. Government employee. Their accesses are held by the Central Intelligence Agency (CIA) and certified in the same manner as those of any other visitor.

**8. Procedures for HQ AMC Personnel visiting other SCIF locations.** HQ AMC personnel that will be visiting locations that require SCI access (for any reason) must go through the HQ AMC SSO first. The SSO will verify clearance/access before passing on to the visiting location. The responsibility for establishing the positive identification of visitors and determining need-to-know prior to the disclosure of any classified information continues to rest with the organization/individual disclosing the classified information.

9. This policy memorandum refers to classified visits (visits requiring access to classified information) only. For HQ AMC general building access control issues, the point of contact is AMC G-3 Security, at (703) 806-9811, [benged@hqamc.army.mil](mailto:benged@hqamc.army.mil).

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10. The point of contact for this action is AMXMI-SCD, DSN 656-8393 or (703) 806-8393, [assentj@hqamc.army.mil](mailto:assentj@hqamc.army.mil).

FOR THE COMMANDER:

//Signed//

ANTHONY W. CHANEY

Colonel, GS

Deputy Chief of Staff, G-2

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